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**Palmer Pillans Middle School**

**“Home of the Soaring Eagles”**

2051 Military Road

Mobile, Alabama 36605

**Faculty/Staff Handbook**

**2024-2025**



**Mr. Derrick Robinson, Interim Principal**

Mr. Joseph Pettaway, Assistant Principal

Dr. Renea Ali, Assistant Principal

***A MESSAGE FROM THE PRINCIPAL***

Greetings Pillans Middle School Community,

I am honored to introduce myself as the new Interim Principal of Pillans Middle School and to welcome you to the 2024-2025 school year. I am excited about the opportunity to work alongside each of you as we strive to create the best possible learning environment for our students.

As you return from your summer break, I hope you feel refreshed and ready to make a significant impact. Let’s channel our renewed energy into inspiring and motivating our students to engage fully and strive for excellence in all they do.

I am also thrilled to welcome our new faculty and staff members to the Pillans community. Each of you will bring a unique set of skills and experiences that will enrich our team. Together, we will work diligently to meet the educational needs of our Eagle Students. The new school year holds great promise, and I am eager to embark on this journey with all of you.

This year, we are embracing our mission: **Mission Possible: Outstanding Academic Achievement for All.** As we accept this mission, we will collaborate closely to achieve our goals. Our vision at Pillans Middle School is to provide a challenging, disciplined, and supportive environment where all students can become lifelong learners and make meaningful contributions to society. Our journey begins on August 7th at 7:00 a.m. with the start of the school year.

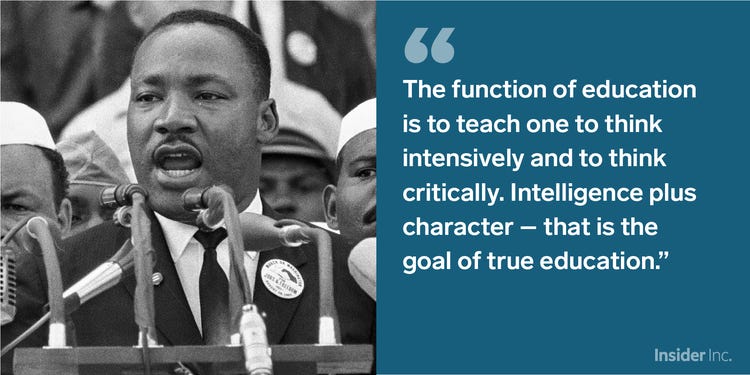
We will show our commitment to our students by expecting and supporting their success. Bell-to-bell instruction will commence on the first day, with school running from 7:00 a.m. to 2:30 p.m. Let’s ensure that from the very first day until the last, our students know, “Pillans Eagles are Great by Choice!”

Looking forward to a fantastic year ahead.

Warm regards,

**Derrick Robinson**

**Interim Principal**



**MISSION STATEMENT**

The mission of Palmer Pillans Middle School, in partnership with parents and the community, is to provide a safe and nurturing learning environment with a rigorous and relevant curriculum which maximizes individual potential and ensures that all students are well-equipped to meet the challenges of education, work, and life.

**Vision**

The vision of Palmer Pillans Middle School is to equip and empower college and career ready graduates.

**SCHOOL MASCOT**

Eagles



**SCHOOL COLORS**

Blue and White

A calendar with different colored numbers

Description automatically generated

**SCHOOL SCHEDULE**

**6:45a.m. - All faculty and staff clocked in and at duty stations.**

A document with a blue and white logo

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***Alabama Educator Code of Ethics***

**Introduction**

The primary goal of every educator in the state of Alabama must, at all times, be to - -provide an environment in-which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard. The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for

professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

**Code of Ethics Standards**

***Standard* I: Professional Conduct**

*An educator should demonstrate conduct that follows generally recognized professional standards.*

**Ethical conduct includes**, but is not limited to, the following:

* Encouraging and supporting colleagues in the development and maintenance of high standards.
* Respecting fellow educators and participating in the development of a professional and supportive teaching environment.
* Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning.

Unethical conduct is any conduct that impairs the certificate holder's ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students.

**Unethical conduct includes,** but is not limited to, the following:

* Harassment of colleagues.
* Misuse or mismanagement of tests or test materials.
* Inappropriate language on school grounds.
* Physical altercations.
* Failure to provide appropriate supervision of students.

***Standard 2:*** Trustworthiness

***An educator should exemplify, honesty and integrity in the course of professional practice.***

**Ethical conduct includes**, but is not limited to, the following:

* Properly representing facts concerning an educational matter in direct or indirect public expression.
* Advocating for fair and equitable opportunities for all children.
* Embodying for students the characteristics of intellectual honesty, diplomacy, tact and fairness.

**Unethical conduct includes**, but is not limited to, the following:

* Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
* Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
* Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
* Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
* Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

***Standard 3:*** Unlawful Acts

***An educator should abide by federal, state, and local laws and statutes.***

**Unethical conduct includes**, but is not limited to, the following:

* Commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of ***no10 contendere,*** regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

***Standard 4:*** Teacher Student Relationship

***An educator should always maintain a professional relationship with all students, both in***

***and outside the classroom.***

**Ethical conduct includes**, but is not limited to, the following:

* Fulfilling the roles of trusted confidante, mentor, and advocate for student’s growth.
* Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
* Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
* Creating, supporting, and maintaining a challenging learning environment for all students.

**Unethical conduct includes,** but is not limited to, the following:

* Committing any act of child abuse, including physical or verbal abuse.
* Committing any act of cruelty to children or any act of child endangerment.
* Committing or soliciting any unlawful sexual act.
* Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
* Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
* Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

***Standard 5:*** Alcohol, Drug and Tobacco Use or Possession

***An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.***

**Ethical conduct includes**, but is not limited to, the following:

* Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

**Unethical conduct includes**, but is not limited to, the following:

* Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
* Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or using tobacco.

**A school-related activity includes**, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.

***Standard 6:*** *Public Funds and Property*

***An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.***

**Ethical conduct includes**, but is not limited to, the following:

* Maximizing the positive effect of school funds through judicious use of said funds.
* Modeling for students and colleagues the responsible use of public property.

**Unethical conduct includes**, but is not limited to, the following:

* Misusing public or school-related funds.
* Failing to account for funds collected from students or parents.
* Submitting fraudulent requests for reimbursement of expenses or for pay.
* Co-mingling public or school-related funds with personal funds or checking accounts.
* Using school property without the approval of the local board of education/governing body.

***Standard 7****:* Remunerative Conduct

***An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.***

**Ethical conduct includes**, but is not limited to, the following:

* Insuring that institutional privileges are not used for personal gain.
* Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

**Unethical conduct includes**, but is not limited to, the following:

* Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
* Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
* Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

***Standard 8:*** Maintenance of Confidentiality

***An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.***

**Ethical conduct includes**, but is not limited to, the following:

* Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
* Maintaining diligently the security of standardized test supplies and resources.

**Unethical conduct includes**, but is not limited to, the following:

* Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.
* Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.
* Violating other confidentiality agreements required by state or local policy.

***Standard 9:*** Abandonment of Contract

***An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or educational agency for the duration of the contract.***

**Unethical conduct includes**, but is not limited to, the following:

* Abandoning the contract for professional services without prior release from the contract by the employer
* Refusing to perform services required by the contract.

**Reporting**

Educators are required to report a breach of one or more of the Standards in the Alabama Educator Code of Ethics as soon as possible, but no later than sixty(60) days from the date the educator became aware of the alleged breach, unless the law or local procedures require reporting sooner. Educators should be aware of their local school board policies and procedures and/or chain of command for reporting unethical conduct. Complaints filed with the local or state school boards, or with the State Department of Education Teacher Certification Section, must be filed in writing and must include the original signature of the complainant.

**Alabama Administrative Code** 290-3-2-.05

(1)-5-c Each Superintendent shall submit to the State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or non-renewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for

such action.

**Disciplinary Action**

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation, or denial of certificates. "Certificate" refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

**Alabama Administrative Code** 290-3-2-.05

(1) Authority of the State Superintendent of Education

(a) The Superintendent shall have the authority under existing legal standards to:

1. Revoke any certificate held by a person who has been proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Ala. Code 16-23-5 (1975).
2. Refuse to issue a certificate to an applicant whose certificate has been subject to adverse action by another state until after the adverse action has been resolved by that state.
3. Suspend or revoke an individual's certificate issued by the Superintendent when a certificate or license issued by another state is subject to adverse action.
4. Refuse to issue, suspend, or recall a certificate for just cause.

Any of the following grounds shall also be considered cause for disciplinary action:

* Unethical conduct as outlined in the Alabama Educator Code of Ethics, Standards 1-9.
* Order from a court of competent jurisdiction.
* Violation of any other laws or rules applicable to the profession.
* Any other good and sufficient cause.
* An individual whose certificate has been revoked, denied, or suspended may not be
* Employed as an educator, paraprofessional, aide, or substitute teacher during the period of his or her revocation, suspension, or denial.

**SYSTEM POLICIES AND LOCAL SCHOOL PROCEDURES**

**Emergency/Safety Procedures**

**ALICE Training/Drills**

This is often referred to as ALICE Training, where ALICE stands for **Alert-Lockdown-Inform-Counter-Evacuate** or run-hide-fight, a federal Homeland Security Department program originally created for use in workplace settings.

**Alert**: Intercom announcement will be made as soon as an alert to danger has been made. The announcement will tell you specifically what/who the threat is. Announcement will be made when the threat is over.

**Lockdown**: Secure your classroom doors. Enter nearest classroom and secure door. Everyone remain quiet. Barricade entry points. Prepare to counter by giving students objects to throw. Scatter students around the room.

**Inform**: Communicate and listen for real time information about the threat.

**Counter**: As a last resort create noise, movement, distance and distraction to reduce the shooter’s ability to shoot accurately.

**Evacuate:** When safe to do so, run from danger to our rally point.

All teachers are required to complete ALICE Training. Training will be conducted within the first month of school.

Teachers will introduce students to ALICE using the provided ALICE text.

Planned ALICE Drills will be conducted.

**Fire Drills**

Alabama law requires one fire drill a month. Fire drills are timed as children leave the building and as they re-enter the building. The stopwatch cannot be stopped until the halls are clear. Stress to students to return to the class without stopping for water or the restroom. Follow these procedures:

1. Stop at the sound of the alarm.
2. Teacher signals for departure.
3. Students leave the room immediately ***in single file with no talking.***
4. Teacher must take parental contact information and check that all students are accounted for.
5. Last one out closes door.

*Classes are to remain outside until an all clear/ bell rings. Classes are timed on returning to classrooms.*

**Tornado Drills/Severe Weather**

We will conduct a severe weather drill every other month. An alarm will signal the beginning of the drill. The office will give the signal to return to class. Severe Weather Drill Procedures:

1. Students move immediately to their assigned area. Kneel on the floor and cover their heads with their hands and arms.
2. It is very important that there be no talking so that directions can be heard.
3. P.E. students are to come immediately into the gym and follow the same kneeling procedure.
4. Classes are to remain in position until “all clear” announcement is made.

**Child Abuse**

Please be reminded that Alabama law requires the reporting of suspected child abuse to the department

of Human Resources. Once it has been reported, it becomes their responsibility to investigate and determine if there has been abuse. The teacher’s responsibility is to report any suspicion of abuse to

the principal/ assistant principal/school counselor/ school nurse immediately. The school’s responsibility is to report that there is reason to suspect abuse and let the appropriate authorities follow up.

**Suicide Protocol**

Please be reminded that MCPSS requires the reporting of a child who is suicidal. If a child states verbally or in written form that they want or wish harm to themselves the following steps must be followed:

1. Immediately notify a counselor
2. Immediately notify an administrator
3. Document in writing what the child said and or their actions
4. Be prepared to meet with the parent/guardian, administrators, and counselors

**Once it has been reported, the student cannot return until they have been cleared from a doctor, or the legal guardian signs a release! Don’t use teacher judgment! REPORT IT!**

Anti-Harassment/Anti-Bullying Protocol

Please be reminded that MCPSS has adopted Policy 5.28 Anti-Harassment on July 15, 2010. There are 6 sections of this policy.

Section 1- Harassment, Violence, and Threats of Violence Prohibited

Section 2- Definitions

Section 3- Description of Behavior Expected of Students

Section 4- Consequences for Violations

Section 5- Reporting, Investigation, and Complaint Resolution Procedures

Section 6- Promulgation of Policy and Related Procedures, Rules, and Forms

Bullying can be reported by faculty, staff, students, and parents.

**Schedules/Attendance**

**Employee Schedules/Tardies/KRONOS/Absences**

Board Policy 6.32 states, “Principals will formulate and disseminate schedules for teachers and other personnel working under their supervision.” All employees are professional individuals; therefore everyone has a daily schedule created for them. Schedules are created to ensure students are supervised at all times. Plan ahead to make sure you are at school on time. Emergencies do occur, if you are running late send Mrs. George a text or call her cell phone. There is a 6-minute grace period when clocking in.

**All** employees are required to **clock-in** on KRONOS before going to classrooms or duty positions. **Certified employees must clock out when they take a ½ day.**  Classified employees must **clock-out** before leaving school every day. **All classified personnel must clock-out before and after lunch.**

**Procedure for Reporting an Absence**

***If you will be absent this includes ½ day and professional development absences the following procedures must be followed in this order:***

1. **Employee contacts Mr. Robinson via e-mail** [**derobinson@mcpss.com**](mailto:derobinson@mcpss.com)**. or by text (251) 605-8482**

**Additional administrative contacts include:**

**Mr. Joseph Pettaway** [**jpettaway@mcpss.com**](mailto:jpettaway@mcpss.com)**. (251) 648-5920**

**Dr. Renea Ali** [**rali@mcpss.com**](mailto:rali@mcpss.com)**. (251) 404-1860**

1. CNP staff contact the CNP Manager **24 hours in advance**
2. Employee logs absence with **Aesop/Frontline.**

**These steps must be done 24 hours (1 day) in advance. Emergency’s do happen and will be handled on an individual basis.**

**\*\*\*\*Mr. Robinson must be notified of all absences \*\*\*\***

**All CNP absences must be reported to the Cafeteria Manager**

**Teachers and all staff members (CNP, custodians, paraprofessionals) are required to log ALL absences whether its personal, sick, professional, ½ day, etc. with Aesop before 6:00am!**

***Employee Medical/Educational Leave of Absence***

Teachers and all staff members (CNP, custodians, paraprofessionals) must submit all forms requiring Principal signature for educational and/or medical leave 3 months-6 months prior to leaving. This will ensure a hardship is not placed on students, parents, and fellow coworkers.

**Dress Code**

Faculty and staff members are expected to dress professionally and use sound judgment regarding school attire. Students will reflect the role model teacher’s project. Professional attire clearly shows pride in work and gains the respect deserved as professional educators and skilled staff members. An employee’s dress may not be so unusual, inappropriate or lacking in cleanliness that it clearly disrupts classroom or learning activities. ***“As you dressed, so shall you be perceived; and as you are perceived, so shall you be treated.”***

**Examples of attire considered inappropriate for school employees include but are not limited to:**

• **Jeans-** This includes jean skirts! (except for custodian and bus drivers and as allowed for special occasions or special work as approved by the immediate or site supervisor) **Teachers will be permitted to wear jeans during outside field trips, zoo, environmental center, botanical gardens, etc.**

• **Overalls**

• **Shorts-** (except for P.E. teachers and bus drivers and as allowed for special occasions or

special work as approved by the immediate or site supervisor)

• **Athletic type shoes-** (except as allowed for special occasions or special work as approved by

the immediate or site supervisor) You will not be able to wear athletic type shoes without a form completed by your doctor.

• **Spandex or bicycling type attire as outer wear**

• **Visible piercing except to ears**

• Clothing that is **provocative, revealing, indecent, vulgar or obscene (ex. strapless/one strap dresses, putting on a sweater does not cover it up.J**

• Blouses or shirts with **low necklines, bare midriffs and excessively tight clothing**

• Visibly **torn** or **ragged** attire

• Sweat suit-type attire (except for P.E. teachers, bus drivers, and custodians)

• **Footwear that is considered beachwear (flip flops), soft plastic (Crocs), bedroom shoes, or**

**slippers (any footwear that may cause injury to the wearer or others must not be worn)**

• Clothing which **promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols**

• Clothing that contains **profanity or nudity, depicts violence, or is sexual in nature by words or symbols**

• **Undergarments worn as an outer garment or any see-through clothing**

* **Caps and hats** (except for P.E. teachers and as allowed for special occasions or special work as approved by the immediate or site supervisor)

**• Any item of clothing or jewelry that creates a disruption of the school environment/learning activities or that poses a threat to the safety and well-being of students or staff**

**Required:**

• Collared or dress shirts for males

**Smoking Policy**

On June 14, 2000, the board adopted proposed Policy LDD – Smoking Policy. The policy is clear in nature and includes the words: “Smoking shall not be permitted on the grounds of any Mobile County School System property”. This applies to system employees, students, and the general public.

**School Procedures**

**Professional Development/Institute**

It is critical that you continue your learning of research-based strategies to improve instruction by participating in professional development opportunities.  You are encouraged to sign up for workshops through STI-PD.  **This must be approved by Mr. Robinson.** Your students will not benefit if you are at trainings more than in the classroom.  Maintain a record of your staff development clock hours.**When attending professional development on campus/ off campus during contract days YOU must dress professionally. No t-shirts, shorts, tank tops, etc.**

**Faculty Meetings/In-Service**

**Board policy 6.31 states- Staff is expected to attend meetings called by their Principals**. Teachers are expected to remain for Monday faculty/in-service meetings and must not schedule appointments during this time.

# **Cell Phones**

**Turn cell phones off or place them on vibrate during the instructional day.** Your work day begins once you clock into KRONOS. Employees are not allowed to walk around with Bluetooth devices or any other type of headphone/wireless devices. It is unacceptable for cell phones to ring during class time or for cell phones to be used during instructional time, and during faculty/staff meetings! **Parents should be called during your break.** **DO NOT call parents to pick up students because of behavior or because of an illness!**  Use your scheduled planning time to communicate with parents or schedule a conference via text, email, or school phone. Students are allowed to have cell phones at school as per MCPSS Student Code of Conduct, but it must not interfere with instruction.

**Selling on Campus/Fund Raising Projects**

In accordance with board policy, **the principal must approve all sales on campus**.

**Hall Passes**

No students should be in the hall without a pass.

Homework Projects

Please do not assign projects for homework and expect every student to have needed resources. **Remember, homework cannot influence content grades**. **Anything graded must be completed during the school day.** This will ensure that everyone has the opportunity to succeed. Science Fair projects may be completed using a combination of school time and time at home. Please work closely with students to select projects that do not require purchasing materials.

**Visitors/Volunteers**

All visitors must report first to the office. **If a visitor being on campus will disrupt the educational environment, then the visitor will be asked to leave campus. The administrators I will make the determination if an individual is asked to leave the campus.** If a parent is in your room without an early dismissal slip, a visitor’s pass or a call on the intercom from the office, then he/she probably has not checked by the office. **We cannot enforce this rule if the teachers permit parents to stand at their door waiting for the dismissal bell in the afternoon.** Tell parents to wait in their cars during afternoon dismissal. We have unauthorized parents attempting to get children EVERY YEAR. It is our responsibility (the office and the teachers) to prevent this from happening. KNOW your students; check their records for legal guardianship! **Report anything suspicious to the office immediately!!!! All doors will be locked from the outside. No one will open a side door for a parent, visitor, or employee. All visitors must enter through the front doors.** Please instruct parents and students about this very important procedure.

**Faculty and Staff’s Children/Visitors**

Due to the purpose of professional development/institute for faculty and staff, children and visitors may not attend school with faculty and staff on days deemed as professional development or teacher institute. However, children and visitors may attend on teacher workdays as long as they are directly supervised by you and remain in your assigned area throughout the day.

**Leaving the School Grounds**

**Employees and students are not permitted to leave school grounds without permission**. Permission to leave campus can only be granted by Mr. Robinson.

**Lunch**

Teachers and paraprofessionals are required to eat lunch with their students. This policy applies to **all.** Please follow the same procedures we ask of parents and students with regard to food packaging from fast food restaurants. Remember you set the example for our students.

**Office**

Please conduct your business in the office in a timely manner (short, sweet and to the point). The office staff is busy preparing reports, payroll, attendance, etc. and does not have time to chat. The office is also the first area visitors see and hear.

**Professionalism is the first impression we like for visitors to have of Pillans**.

* ***Do not gather at the front counter or in the office area before or after school.***
* ***DO NOT sit at office desks to use the phone/computers.***
* ***If administrators are busy, please send an e-mail, leave a note or see if the office staff can assist you***.

**Progress Reports**

Notify parents of any student progress below “C” level. Make sure that grades are kept up-to-date in Schoology so that parents have their child’s current academic progress. You are required to conference with parents and document conferences on the quarterly contact log.

**Proper Names**

In the presence of students, all adult school personnel should be referred to by their last names during the school day. Students follow the examples set for them by adults.

**Purchase Orders**

Purchase order forms are located in Schoology. Please duplicate the forms as needed. Purchase orders must be filled out entirely before they are approved. **Please allow 3-7 days for purchase order processing. Do not expect approved purchase orders on the day of submission.**

**Receipt Books**

All money must be receipted and turned into the office by 10:00am daily. Money may not be left in classrooms or taken home. Receipts must be written in sequence – **do not skip around** (start with the top right hand, go down and then the top of the left side of your receipt book). Make sure the total amount of your receipts balance with the total amount of money. ALL yellow receipts and money are to be turned in to Bookkeeper in a secure bag. The triplicate receipt should remain in the receipt book and **must be legible.**  Master receipts will be written daily. The teacher is responsible for attaching the master receipt to her assigned receipt book. **Staple the master receipts in your receipt book .** If you are missing a master receipt, notify Bookkeeper. Remember receipt books are audited at the end of the school year. You are held accountable if there are any discrepancies found in the receipt book.

**Teachers are not allowed to receipt for items they purchase (ex. t-shirts, etc.). Teachers must have a buddy teacher receipt their purchases.**

**Sending Students to the Office**

When you have exhausted all efforts in dealing with student problems, followed the School-Wide Discipline Plan an administrator will be glad to assist. However, since the office is frequently overcrowded*,* ***please follow these guidelines:***

* *Complete the discipline referral on Schoology*
* *Do not send students to the office. An administrator will contact your room when he/she is available*
* *If the behavior threatens the safety/welfare of students and/or faculty staff immediately call the front office for assistance and send the student to the office*
* *Consistent behavior students must have a PST/ Review 360 with consistent documentation of data in Review 360.*
* *Do not send students to the office to use telephone without a telephone pass listing the reason for the use of the phone and the phone number. Remember, students are not allowed to call for forgotten items.*
* *Students are to be supervised at all times.* ***Teachers are not allowed to put students out in the hallway, or leave them in a room by themselves.***
* *Should it become necessary for the teacher to leave the room, make arrangements with a neighboring teacher to supervise students.* ***Do not put students in an unsupervised area..***

**Split List**

A Split List will be used in cases of emergencies when your class must be split among other grade level teachers. Please complete a split list to include the following:

* Include a list of students to be assigned to each teacher.
* Include dismissal procedures/bus numbers for each student.
* List any students that report to First Aid for medication and the time they report.

**Lesson Plans**

Each teacher is required by Alabama State Law and the Mobile County School Board to have lesson plans each day in all subjects. Plans must be complete and available for administrators to review each day. Teachers are strongly encouraged to collaborate on grade level concerning resources and standards that will be covered. The key to lesson delivery are the activities you have students complete and the formative assessments you provide as quick checks for understanding. This will ensure all students understand the standard being taught. Lesson plans are due each Monday by 9:00 a.m. Upload the lesson plans

In your lesson plans the cycle of instruction must be documented; **I Can Statements must be posted in the classroom for each subject daily (reading, language, writing, math, science, social studies).** I can statements **MUST** be written large enough for students and visitors to see from anywhere in the classroom.

**Grading/Gradebooks**

Gradebooks must be kept up-to-date. We will adhere to the district grading guidelines provided. Teachers should enter a minimum of two grades per week. Teachers must communicate with all parents quarterly concerning grades and students’ academic performance. Mid-Quarter Progress Reports will be printed and sent home each quarter. Administrators will conduct gradebook audits.

***We will hold report card pick-up 1st quarter and again 3rd quarter.***

**It is the responsibility of the teacher to notify the parent of any student progress below a “C” level. *Comments must be documented on progress reports and report cards for student below a C and with unsatisfactory conduct/work skills.*  The principal, assistant principal, and/or counselor will be available to attend conferences with advance notification.**

**Grading Parameters will be distributed during Beginning of School Opening PD.**

**Communicable Diseases**

All communicable diseases must be reported to our school nurse. Teachers are responsible for reporting students who are absent for any communicable disease to the nurse.

**Accident Reports**

**Student –** Accidents are to be reported by the teacher. Form SS402 Student Accident Form, must be completed by the teacher submitted to Nurse Hayes and then signed by the Principal.

**Employee – All job related injuries must be reported within 24 hours**; all accident reports must be submitted to the school nurse then signed by the Principal or Supervisor; proper documentation from the physician is required for all claims of a job related injury; the employee must be cleared by the central office nurse or Human Resources before returning to work.

**First Aid, Sickness, and Medicines**

Students who are too sick to do their work may be sent to the first aid room with a pass. **DO NOT send students to first aid without a pass, unless it is an emergency.**  The school nurse is required to keep accurate records of the students seen in first aid.

* *Look for visible signs of illness before sending a student to First Aid. If the student does not have a fever or visible signs of illness, he will be returned to the classroom immediately.*
* *Do not call parents from cell phones or write opinions on notes to First Aid. Allow the office personnel to decide on the best and most appropriate action to take. (Sometimes when teachers say, “Go to the first aid room and let the nurse call home,” students are not satisfied until a call is made.)*
* *Be reminded that we count on you to screen first aid referrals.*
* *Do not send students to first aid to use the phone or call home.*
* *Be sure to send students taking medication to first aid ON TIME!*
* *Notify the nurse immediately of students with many or recurring health problems or illnesses such as diabetes, epilepsy, allergies, heart conditions, etc. Discuss these problems with parents and double check to be sure the information is noted on the student’s enrollment card.*
* *Medications for field trips must be requested one week prior to scheduled field trip.*
* *Medication bottles, inhalers, etc. must be returned to the nurse immediately after returning from field trip.*
* *To protect all children from taking medication belonging to another child, no child may keep medication on their person at school unless a current (within the school year) written request from a physician is on file. The Mobile County School System does not allow school officials to dispense over the counter/non-prescription medications without a written request from a physician. This includes inhalers and/or EPI-pens that must be kept with a child at all times.*
* *Form SS-424 – Request for Nurse’s Investigation, may be obtained in the office and used to request that the nurse work with children with health problems.*
* *Students who have been in the hospital or emergency room as a result of an injury or illness, must have doctor's clearance BEFORE returning to school. Parents/guardians must provide a copy of the doctor's release to the school nurse and the PE Department if physical activity is a concern. If doctor's orders prohibit physical activity for an unlimited amount of time, then a release must also be provided before the student is allowed to participate in PE again.*
* Students possessing or consuming over the counter medications (including cough drops, medicated Chap-Stik, Tylenol or other analgesic (Advil, Aleve, etc.), vitamins, food supplements or other over the counter medications) without a physician’s request and completed consent form, will be disciplined as per the MCPSS Student Code of Conduct.

Medication/consent forms are available from the school nurse. Medications will not be dispensed without completed forms***. Please be reminded that medication must be delivered to the First Aid room by an adult only.***

**Committees/Clubs**

Committees/Clubs are established to ensure faculty and staff representation and involvement. **It is the responsibility of the committee/club chairperson to meet with members, plan, organize and carry out the mission of the committee/club.** Committees/clubs will meet monthly and keep minutes to document efforts. Minutes are to be turned in to Mr. Robinson to address concerns or needs. A copy will be given to eProve. All committee/club members are expected to actively participate in all committee efforts.

**Conferences**

Positive parent-teacher relationships are important. Communications with the home is essential to successful student experiences. Pillans teachers should always maintain positive relationships with parents and make numerous attempts to communicate with them throughout the school year. This is a minimum guide. It takes extra effort to hold such conferences, but the effort pays off in a better school program for the community.

Teachers are required to have parent conferences. Please make an effort to contact ALL parents within

the first two weeks of school for a “positive welcoming” call. Keep a log of all phone contacts as part of your documentation. All conferences whether phone or in person are to be scheduled before school, after school, or during your planning time. Document the conferences held and the attempts made to have conferences. Board policy requires a minimum of two conferences per year.

***Tips for Conducting a Successful Conference***

1. *Preparing for the conference:*
   1. Review grades.
   2. Pull report card.
   3. Pull work and reading folders.
   4. Pull requirements.
2. *At the Conference*:
   1. Set a good feeling tone.
   2. Go over report card grades.
   3. If in the middle of the quarter, go over grades thus far.
   4. Give reasons for poor grades; show what is expected on grade level requirements.
   5. Show parents helpful suggestions, if willing by using:
      1. Magazines
      2. Newspapers
      3. Child’s books

**Campus Pride**

With a facility as large as Pillans, it is important that students and employees work together to keep

the campus clean and safe. Establish classroom procedures for doing simple housekeeping chores

daily such as:

* *Make sure to clean up around your assigned cafeteria table before leaving*
* *Picking up paper*
* *Wiping feet before entering building*
* *Cleaning up after snack time or art, etc.*
* *Walking on sidewalks only. No cutting across grass*
* *Making sure students dispose of paper towels and tissue appropriately in the restroom*
* *Keeping classroom nice, clean, and organized*

E-Mails

Check your e-mail at least three times a day once in the morning, once middy, and once before you leave. **As an employee it is your responsibility to adhere to any needed items or requirements of the e-mail.**

**Class Make-up Work**

Parents may request make-up work for students out sick. Make up work must be provided for students who are suspended. **If a student is suspended, a homework sheet from the office must be completed and sent to the office with all materials needed to complete the assignment.** Please check your e-mail/box for requests. Make-up work may be left on the front counter for parent pick up. Be sure to label with student’s name. It is important that teachers maintain their Schoology page with assignments as students who are out due to COVID or other illnesses must have access to assignments.

**Attendance/Chronic Ailment Statement**

If a student is **NOT** in the classroom at 7:45am, teachers are to mark them ABSENT. A check will be done at 9:00am to make sure teachers have posted their attendance.

Parent note limits should be watched carefully. ***After 8 parent notes, all other absences must be accompanied by a doctor’s excuse.*** Please retain all parent notes in a folder.

If a child is absent, the parent must send an excuse **within 3 days** of the student’s return to school. If the parent sends a note, the excuse will be coded “P”. A note from a doctor’s office or hospital is coded “D”.

Student absences are to be coded as follows:

X = Excuse Pending

T = Tardy

P = Parent Note (Excused)

D = Doctor Note (Excused)

U = Unexcused Absence

S = Suspension Absence (Unexcused)

The parent/guardian of any student who has a chronic illness or condition that may cause the student to miss school can provide a Physician’s Statement of Illness verifying the child’s condition and that the absences are necessary. **The Physician’s Statement of illness will automatically expire at the end of each quarter.**

When the student is absent, the parent/guardian is required to send an excuse to explain why the student was absent. If the absence is due to the condition stated in the Physician’s Statement of Illness, the parent may simply write, “See doctor’s letter.” Failure of the parent/ guardian to provide the school with excuses may result in unexcused absence accumulation and referral to Juvenile Court.

***\*\*\*Excessive absences, tardies, or early dismissals will be reported to the Attendance Officer\*\*\****

**20th Day Attendance Report**

Mrs. Wilson, our attendance clerk will print a monthly attendance register every twenty days. Teachers are to check dates and codes to verify attendance, absences, and tardies, make all necessary corrections in the computer, sign and return the corrected signed copy to Ms. Harris on or before the announced deadline.

**Accuracy of Records/*Cumulative Records***

It is the responsibility of each teacher to maintain accurate records. Black or blue ball-point ink should be used on all records. Teachers will be required to periodically verify attendance reports, grades, and demographics. This is your opportunity to make corrections. Please be prompt and accurate. Please notify the registrar **IMMEDIATELY** if grades, cumulative records or folders, etc. are missing.

**Student Transfers**

When you are informed that a student is going to transfer, the teacher will print out a comprehensive progress report for the student. The following items must be given to the Registrar on the student’s last day of attendance:

* Comprehensive Progress Report
* Personal items left by student

*If a comprehensive progress report is not printed before a student is withdrawn it can be very difficult to retrieve grades once they leave.*  ***NEVER*** *give a progress report, report card or other records/books to the student or parent when a student is transferring*. **When new students arrive at Pillans, review the student’s records. If records are not available, please notify the registrar immediately. You are responsible to manually enter grades into your grade book from the previous school. This will ensure that at the end of the year an accurate average is given for the student.**

**Textbooks**

It is important that we keep up with all textbooks, as we have to pay for any that are lost or damaged. ***All teacher editions, library books, you check out must be returned. Any lost or damaged material will be the individual teachers’ responsibility.***

**Announcements**

Announcements will be made daily at 7:30am and 2:10pm. Students are to be attentive, sitting quietly, and listening. **Students and adults are asked to stop in hallways during the pledge to the flag and mission statement.** Please discuss this procedure with students. Items that need to be announced should be placed in the principal’s box no later than 7:30am on the morning it is to be announced.

**Assemblies/Field Trips**

***Any event inviting parents/guests to the school campus must be approved and scheduled through the principal’s office.*** All field trips must be approved by the principal before information is sent home to parents. Out of Town trips must be approved from MCPSS Teaching, Learning, and Assessment.

**Weekly/Biweekly Newsletters/Content Syllabus**

All content teachers (6th-8th grades) must create and submit a course syllabus each quarter. There will be a monthly school-wide bulletin sent home also. Be sure to include the following information on your newsletter/course syllabus:

~skills/content to be covered during the week/quarter

~important dates (test dates, picture dates, parent meetings)

~reminders

~homework

~grading policies

~special events

***All original newsletters/syllabus must be proofed by another teacher before they are posted to the school’s website and sent home.***

You are encouraged to use Remind 101 to inform parents about daily activities and reminders! This is a GREAT resource!

**Memos**

School bulletins will be placed in Schoology each Monday. The memo will consist of upcoming weekly events, reminders of certain school procedures, highlights of faculty/staff, curriculum info, etc.

***Palmer Pillans Middle School***

**SCHOOL-PARENT COMPACT**

*Palmer Pillans Middle School , and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.*

This school-parent compact is in effect during school year **2024-2025**.

***School Responsibilities***

**Palmer Pillans Middle School will**:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:**

* Provide curriculum, in a supportive and effective learning environment, aligned to the Alabama Course of Study.
* Utilize a variety of evidence-based resources and instructional strategies to provide differentiated instruction to mee the academic needs of students.
* Allocate physical, human, and financial resources to meet students’ academic needs.

1. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.**  Specifically, those conferences will be held:

* At the end of 1st, 2nd, and 3rd quarters
* Teachers may contact parents for additional conferences as needed
* Parents may request conferences by completing the conference request form in the main office
* Appointments may be set before school, during the teachers planning period or after school

1. **Provide parents with frequent reports on their children’s progress.** Specifically, the school will provide reports as follows:

* Progress reports will be sent by the fifth week of each quarter.
* Report cards will be issued at the end of each quarter
* Grades are available a through Schoology to provide parents an opportunity to monitor their child’s academic progress.

1. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

* Parents may request conferences, in addition to the two (2) conferences set up by the school
* Parents may contact faculty and staff by telephone, note/letter, email, or through the school’s website.

1. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities**, as follows:

* Parents may assist individually or in groups as guided by faculty/staff
* Parents are encouraged to participate on the Parent Advisory Board
* Parents may observe classroom activities with prior administrator approval

1. **Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**

* Schoology, parent/teacher emails and messenger will be provided in language that family can understand.
* Schoology will be used to communicate homework assignments, behavior, and written correspondence between teacher and parent.
* If a different language is requested, MCPSS ESL Office will provide the needed documents or an interpreter to assist

# Parent Responsibilities

**We, as parents, will support our children’s learning in the following ways:**

* Be responsible for my child’s punctuality and attendance
* Support and reinforce discipline policies of the classroom/school and MCPSS Student Code of Conduct
* Participate in all scheduled parent-teacher conferences
* Maintain a time and place for homework and review it regularly
* Actively encourage and stay involved in what my child is learning
* Attend to the health needs of my child daily and keep sick children home.
* Monitor my child’s academic progress throughout the year
* Provide a uniform in accordance with school policy
* Participate in workshops for the purpose of strengthening parenting skills or the skills necessary to provide the assistance in academic areas when possible
* Ensure child takes responsibility for the device assigned for school use as outlined in device checkout policy.
* Participate in the Parenting Advisory Group to provide input in school-related decisions
* Serve as a volunteer to support the vision of the school.

# Student Responsibilities

# We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

* Follow MCPSS Student Code of Conduct.
* Take responsibility for the student device assigned for school use.
* Read at least 30 minutes every day outside of school time.
* Be prepared for daily instruction.
* Utilize the Schoology platform for online learning
* Give to my parents or the adult who is responsible for my welfare all notices and information I receive from school every day.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature Parent’s Signature(s) Student’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date Date

**Pillans Middle School’s**

**School-wide Discipline Plan**

**What is a School-wide Discipline Plan?**

A School-wide Discipline plan is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning.

**What are the benefits of a School-wide Discipline Plan?**

A systematic approach to discipline enhances learning outcomes for all students. By reinforcing desired behavioral outcomes students will clearly understand expectations. Students are explicitly taught what the desired behavior should be. This attention to expectations leads to a more positive classroom experience, a stronger learning community and an increase in student learning.

**Defining Discipline:**

Discipline is a process that uses teaching, modeling and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.



Our teachers and staff will provide all students with an enriching, challenging and nurturing learning atmosphere each year. Each teacher will have a classroom management plan to address procedures and discipline in the classroom. This plan includes positive rewards, daily notification of student behavior, and creation of classroom social contracts. Please make sure your class understands these rules and procedures.

**Beliefs Related to Discipline at Pillans Elementary School:**

* The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
* The misbehavior of a student will not excuse him/her from successfully completing learning objectives.
* Every discipline is an opportunity to teach expected behavior.
* Expected behavior must be communicated, taught and modeled throughout the school year.
* Parents have a responsibility to ensure that their children’s behaviors do not take away from a safe, orderly and academically productive learning environment of others.

**The Classroom Teacher’s Commitment**

***Teachers will:***

* Enforce the School-wide Discipline Plan as agreed
* Communicate high behavioral expectations to students and parents
* Create class social contract
* Commit to follow through to the success of student behavior
* Take responsibility for classroom problems and behavior
* Foster a school climate characterized by a concern for students as individuals
* Take an interest in the personal goals, achievements and needs of their students
* Support the students in their academic and extracurricular activities

**Staff Member’s Commitment**

***Staff members will****:*

* Enforce the School-wide Discipline Plan as agreed
* Communicate high behavioral expectations to students
* Commit to follow through to the success of student behavior
* Take an interest in personal goals, achievements and needs of students
* Support the students in their academic and extracurricular activities.

**Administrator’s Commitment**

***Administrators will:***

* Support the teachers in this new system
* Model high behavioral expectations
* Maintain a school climate in which everyone wants to achieve self-discipline
* Foster a school climate where the administration is sincerely concerned for the staff and students as individuals
* Take an interest in personal goals of teachers, staff and students

**Pillans School Community’s Commitment**

* ***Be specific:*** tell the student exactly what they did
* ***Be timely:*** don’t wait to praise or correct
* ***Be sincere:*** insincere praise is usually worse than none at all
* ***Be consistent:*** with everything, everywhere
* ***Communicate:*** keep open lines of communication open between home and school

**PBIS System**

We will implement a schoolwide PBIS System this year. Students can earn Falcon Bucks for exhibiting positive behavior. The PBIS Store will be located in the concession stand area.

**PBIS Incentive Events**

*A committee will plan activities to promote positive behavior. Students who exhibit behavior issues/infractions that administrators handle will be ineligible to attend. This includes ticket purchases for Fall Festival, Winter Festival, Spring Fling, Spring Social, Last Friday of the Month Food Truck/Kona Ice/Game Days, Pep Rally.*

**Securing Parent and Student Agreement and Active Support**

The success of a school-wide system lies in the relationship built between parents, staff and students of the school community. This relationship begins with communication. Parents will be informed about current school issues, success and concerns through school-wide newsletters, classroom teacher’s updates, the school website, parent meetings and parent handbooks. The hope is by keeping parents well-informed the plan will be more successful.

On an individual basis student behavioral issues are addressed with parents through the parent/teacher emails, remind text, notes home, phone calls home and parent conferences. A signature is required for any written notification concerning behavior. The signature helps school staff know that the parent is aware of the concerns being raised and is the beginning of establishing an open line of communication. This communication helps to foster the success of the school-wide plan.

Pillans’s school-wide plan will be successful because it is based on a commitment to each child’s success, to easy-to-follow school rules and to consistency. The system allows for each teacher’s style in the classroom and it allows for age appropriate communication and discipline without compromising school-wide policies, expectations and consistency.

**Parent’s Commitment**

***Parents will:***

* Reinforce the School-wide Discipline Plan
* Communicate high behavioral expectations to their child
* Commit to follow through to the success of their child’s behavior
* Take an interest in personal goals, achievements and needs of their child
* Support the students in their academic and extracurricular activities.

**Student’s Commitment**

***Students will:***

* Follow the School-wide Discipline Plan
* Maintain high behavioral expectations
* Accept responsibility for your behavior
* Set personal goals and work hard to achieve them

**Defining Unacceptable Behaviors**

There are two levels of behaviors: **Minor and Major**

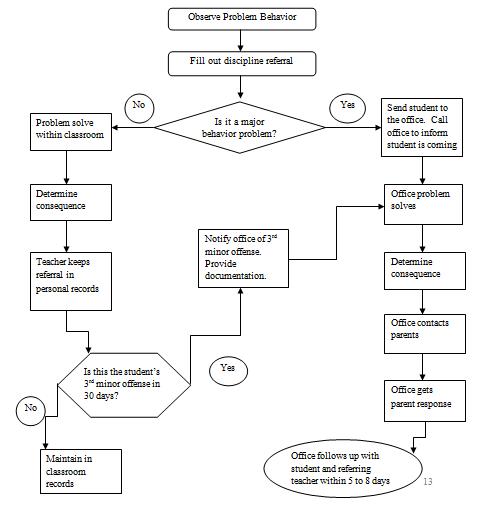
* ***Minor behaviors- will be addressed and handled by teachers.***
* **Major behaviors** -***will be referred to the office to be handled by the counselor or principal.***

The following table defines minor and major behavior concerns.

|  |  |  |
| --- | --- | --- |
| ***Behavior*** | ***Minor*** | ***Major*** |
| **Deface** | Something that can be removed, cleaned, or fixed. | Inability to clean or fix. |
| **Disrespect toward a peer** | Mildly rude interactions with a peer or peers that may cause a slight upset. | Rude and deliberate interactions or arguing with a peer or peers that is offensive to the peer/peers. |
| **Disrespect toward a staff member/adult.** | Mildly rude interactions with a staff member/adult that may cause a slight upset. | Rude and deliberate interactions or arguing with a staff member/adult that is offensive to the staff member/adult. |
| **Endanger** | Minor injury to others. Disregard the safety of others. | Major injury- a physical mark, causing someone pain. |
| **Inappropriate Behavior** | Slight disruption that hinders the learning of others. | Continued or physical disruption that hinders the learning of others. |
| **Inappropriate Language** | Profanity exclaimed, not intended at an individual. | Continuous swearing, offensive gestures or comments directed at an individual |
| **Insubordination** | Failure to follow directions in a reasonable amount of time. | Continued refusal to follow direction or arguing with an adult. |
| **Uniform Violation** | Wearing uniform, but may have uniform pieces missing (ex. Open toed shoes, wrong shirt). | Refusing to wear uniform. |
| **Wandering** | Wandering the classroom. | Leaving an area without permission. |

**Behavior Flowchart**

The flowchart outlines how staff will handle reported behavior concerns.



**Consequences for Minor and Major Incidents**

When students do not follow the outlined school-wide discipline plan they will receive consequences based on the philosophy of progressive discipline. Progressive discipline uses a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeat offenses.

***Minor behavioral*** issues will be handled by the teacher (classroom, art, music, physical education, etc). They will use their discretion when they believe the classroom behavior requires a referral. The following is a sampling of the consequences teachers may use:

* Redirection
* Loss of privileges (computer time, science lab, music, art, etc.)
* Removal to a “time out” area within the classroom
* Removal to a “time out” area inside a buddy teacher’s classroom (no more than 30 mins.)
* Review 360 Behavior Plan
* Referral to PST to develop a behavior improvement plan
* Written home referral
* Conference with student
* Phone call to parent
* Detention (Mondays 3:30pm-4:30pm) ***(must be scheduled with the grade level chair/team)***

***Major offenses*** will be handled by an administrator. Each child is an individual whose needs will be considered when determining the consequence. The following is a sampling of the consequences administrators may use:

* Parent phone call
* Referral to Counselor
* Referral to PST to develop a behavior improvement plan
* Alternative P.E (only used when issue takes place during P.E.)
* Detention (Mondays 3:30pm-4:30pm)
* Referral to Anger Management (CAPP Program)
* Referral to Student Services for Family Crisis Intervention
* Suspension (out of school)
* Recommendation for long term suspension **(must have approval from Student Services)**
* Placement in the Mobile Public School Middle Alternative School **(must have approval from Student Services)**

**Positive Support System**

This component of the school-wide discipline plan is to recognize students for meeting school behavioral expectations. Four incentive programs will be in place to acknowledge students who meet our expectations. The incentive programs are:

**Student of the Month Award Assemblies**

One student per teacher will be recognized for “Student of the Month”. Parents of students receiving Student of the Month will be invited to attend a dessert award ceremony.

**Perfect Attendance**

At the end of each month, all students with perfect attendance for that month will have their name submitted for a drawing. They will receive a certificate and a book of their choice. At the end of each quarter, students with perfect attendance will receive a certificate and pencil. At the end of the year, students who have had perfect attendance for the entire year will enjoy an ice cream party.

**Caught Doing Good**

Our goal is that all students follow school-wide behavior expectations. When we observe them being safe, treating others with kindness, trying their best and being respectful, we acknowledge them by giving positive verbal feedback and a “Proud Postcard”.

At the end of each quarter, students who have earned all their “Proud Postcard” along with the class with the most “Proud Postcard” will be invited to participate in an activity (Popcorn and a movie, game hour, extra gym, recess and crafts).

**RECOGNITION AND HONORS**

As a student at Pillans Middle School, hard work does not go unnoticed. As a result, students may be honored each quarter for the following achievements:

|  |  |
| --- | --- |
| **Principal’s Honor Roll** | Student making all A’s and S’s |
| **A/B Honor Roll** | Students making mostly A’s, B’s, and S’s |
| **Good Citizen** | Students who work extremely hard at being neighborly |
| **Quarterly Perfect Attendance** | Students who have no absences and has been tardy only once (1) for the quarter |
| **Accelerated Reader Award** | Students who achieve their quarterly reading goals |
| **Most Improved Student** | One student per classroom who has been selected by their classroom teacher as the most improved |

**PILLANS**

**Faculty/Staff Handbook**

**Acknowledgement Form**

**2024-2025**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received a copy of Pillans’s Faculty/Staff Handbook for the 2024-2025 school year. My signature below, serves as proof that I have read and understand the procedures, and day to day operations of Pillans. My signature acknowledges receipt of Code of Ethics.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature Date**